> ⚠️ **Caution**
>
> When you move or copy to another spreadsheet or to a new one, a conflict may occur if formulas are linked to sheets in the previous location.

Deleting sheets

To delete a single sheet, right-click on the sheet tab you want to delete and select **Delete Sheet** in the context menu, or go to **Sheet > Delete Sheet** on the Menu bar. Click **Yes** to confirm the deletion.

To delete multiple sheets, select the sheets (see "Selecting sheets" on page 33), then right-click one of the sheet tabs and select **Delete Sheet** in the context menu, or go to **Sheet > Delete Sheet** on the Menu bar. Click **Yes** to confirm the deletion.

Renaming sheets

By default, the name for each new sheet added is SheetX, where X is the number of the next sheet to be added. While this works for a spreadsheet with only a few sheets, it can become difficult to identify sheets when a spreadsheet contains many sheets.

You can rename a sheet using one of the following methods:

- Enter the name in the *Name* text box when you create the sheet using the Insert Sheet dialog (Figure 17 on page 35).
- Right-click on a sheet tab and select **Rename Sheet** in the context menu to replace the existing name with a different one.
- Select **Sheet > Rename Sheet** on the Menu bar to access the Rename Sheet dialog.
- Double-click on a sheet tab to open the Rename Sheet dialog.

> ✅ **Note**
>
> Sheet names can contain almost any character. Some naming restrictions apply, the following characters are not allowed in sheet names: colon (:), back slash (\), forward slash (/), question mark (?), asterisk (*), left square bracket ([), or right square bracket (]). In addition a single quote (') cannot be used as the first or last character of the name.

Viewing Calc

Changing document view

Use the zoom function to show more or fewer cells in the window when you are working on a spreadsheet. For more about zoom, see Chapter 1, Introducing LibreOffice, in the *Getting Started Guide*.

Freezing rows and columns

Freezing is used to lock rows across the top of a spreadsheet or to lock columns on the left of a spreadsheet. Then, when moving around within a sheet, the cells in frozen rows and columns always remain in view.

Figure 19 shows some frozen rows and columns. The heavier horizontal line between rows 3 and 23 and the heavier vertical line between columns F and Q indicate that rows 1 to 3 and columns A to F are frozen. The rows between 3 and 23 and the columns between F and Q have been scrolled off the page. To freeze rows or columns: